



BOARD OF OPTOMETRY
2420 DEL PASO ROAD, SUITE 255
SACRAMENTO, CALIFORNIA 95834
TEL: (916) 575-7170
www.optometry.ca.gov



Date: February 10, 2009

Attn: Licensed Optometrists

The Board of Optometry is in the process of developing an Occupational Analysis for Optometry and revising the California Laws and Regulations examination required for licensure as an optometrist. Over the next 6 months we will be conducting several workshops which require the assistance of licensees who serve as subject matter experts on optometric practice.

Licensees who participate in development workshops will be paid an honorarium of \$100.00 per day. In addition, they will receive one continuing education credit for every two hours of participation in a workshop.

Workshops are held in Sacramento and are typically conducted from 8:00 a.m. to 5:00 p.m. each day. The Board will make hotel and transportation arrangements for participants who live 50 miles or more from the workshop site. In addition, other travel expenses will be reimbursed at California State government rates. All participants who drive private vehicles to the workshop will receive mileage reimbursement at the rate of .55 cents per mile.

To qualify to serve as a subject matter expert a licensee must:

- possess a valid optometrist license that is not under suspension or probation,
- agree not to participate at any time in any licensing examination coaching or preparation courses, and;
- must not be affiliated as a teacher with an optometric program. The Department of Consumer Affairs enforces a stringent security policy, and workshop participants will be required to sign a confidentiality form.

Please feel free to call the Board office at (916) 575-7170 or email me at andrea_leiva@dca.ca.gov if you have any questions.

Thank you,

Andrea Leiva
Licensing Analyst

SUBJECT MATTER EXPERT REGISTRATION

For Exam Development and Occupational Analysis Workshops

Instructions: Complete this form by filling in Sections A through D. It is important to complete all information regarding your correct e-mail, mailing address and phone number so we are able to contact you about scheduling details. Please mail or fax this form to:

Board of Optometry
2420 Del Paso Road, Suite 255
Sacramento, CA 95834
Attn: Andrea Leiva
Fax: (916) 575-7292

Section A - Name and Address Information

Last Name:	First Name:	MI:	
Address:	City:	State:	Zip:
Home/Cell Phone:	Work Phone:	Fax:	
Email:	License Number:	Other Licenses:	

Section B – Flight Arrangements

Whether you travel by personal vehicle or commercial airline, you are requested to arrive in Sacramento the day before your selected workshop begins. Please check the appropriate box.

I will be traveling by personal vehicle. (If you select this box, do not fill out the rest of this page)

I will be traveling by commercial airline (If you select this box, please fill out the following):

If you are flying, the Board will arrange your flights. You will fly into and out of Sacramento International Airport. You may find flight information by visiting www.southwest.com.

REQUESTED DEPARTURE FLIGHT:

Date: _____ Time: _____ Flight #: _____ Airport: _____

REQUESTED RETURN FLIGHT

Date: _____ Time: _____ Flight #: _____ Airport: _____

Section C – Overnight Accommodations

If you live more than 50 miles from Sacramento a hotel room will be reserved for you for both nights. By marking the applicable box below, you will assist us in arranging your hotel reservation.

	I live more than 50 miles from Sacramento.
	I do not live more than 50 miles from Sacramento

Section D - Workshops of Interest

A brief description of each type of workshop is provided below. Please place a check mark in the box next to the workshop(s) you are interested in attending.

Yes, I want to Participate	Description of Workshop
LAW EXAMINATION DEVELOPMENT WORKSHOPS	
	<p style="text-align: center;"><i>Item Writing and Review Workshop 1</i> (Sunday & Monday March 8 & 9, 2009)</p> <p>The purpose of this workshop is to review the current questions in the California Laws and Regulations examination and to write new questions. Participants will receive training on how to write an exam question and will work in conjunction with a testing specialist to develop examination questions.</p>
	<p style="text-align: center;"><i>Item Writing and Review Workshop 2</i> (Sunday & Monday March 22 & 23, 2009)</p> <p>The purpose of this workshop is to review the current questions in the California Laws and Regulations examination and to write new questions. Participants will receive training on how to write an exam question and will work in conjunction with a testing specialist to develop examination questions.</p>
	<p style="text-align: center;"><i>Item Writing and Review Workshop 3</i> (Sunday & Monday April 5 & 6, 2009)</p> <p>The purpose of this workshop is to review the current questions in the California Laws and Regulations examination and to write new questions. Participants will receive training on how to write an exam question and will work in conjunction with a testing specialist to develop examination questions.</p>
	<p style="text-align: center;"><i>Exam Construction Workshop</i> (Sunday May 3, 2009)</p> <p>The purpose of this workshop is to select potential questions for the California Laws and Regulations examination. Participants will evaluate items for each content area included in the examination and select those that best represent the knowledge required for entry into the profession.</p>

	<p><i>Passing Score Workshop</i> <i>(Sunday May 17, 2009)</i></p> <p>The purpose of this workshop is to establish the passing score of the California Laws and Regulations examination. Under the facilitation of a testing specialist, participants will apply minimum competence standards to establish a criterion-referenced passing score.</p>
	<p>OCCUPATIONAL ANALYSIS DEVELOPMENT WORKSHOPS</p>
	<p><i>Occupational Analysis Workshop 2</i> <i>(Sunday & Monday May 31 – June 1, 2009)</i></p> <p>The purpose of this workshop is to evaluate the results of the occupational analysis questionnaire. Participants will review the demographic results and determine cut off values for keeping or eliminating task and knowledge statements so that only the most critical statements remain. These critical statements will then be linked together to construct the examination outline.</p>
	<p><i>Occupational Analysis Workshop 3</i> <i>(Sunday & Monday June 28-29, 2009)</i> Details forthcoming...</p>
	<p><i>Reclassification Workshop</i> <i>(July, 2009 TBD)</i></p> <p>The purpose of these workshops is to link the existing item bank to the new examination outline developed from the occupational analysis.</p>